UNITED STATES AIR FORCE

JOB INVENTORY

(MANUSCRIPT FOR DISK SURVEY)

RADIO COMMUNICATIONS SYSTEMS

AFSC 3C1X1

OSSN 2521

JUNE 2002

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
1550 5TH STREET EAST
RANDOLPH AFB, TEXAS 78150-4449**

20031003 117

COMMAND TO WHICH ASSIGNED

Read the list of MAJCOMs and agencies. Indicate the MAJCOM or agency to which you are assigned. (Air National Guard and Reserve Unit personnel should indicate such.)

100 Air Combat Command
101 Air Education and Training Command
102 Air Force Materiel Command
104 Air Force Space Command
105 Air Force Special Operations Command
106 Air Mobility Command
107 Pacific Air Forces
108 US Air Force, Europe
109 Headquarters United States Air Force
120 AF Communications Agency
138 AF Operational Test and Evaluation Center
139 AF Pentagon Communications Agency
146 AF Security Forces Center
153 AF Element, Defense Information System Agency
154 AF Element, Defense Intelligence Agency
156 AF Element, Europe
161 AF Element, United States Atlantic Command
163 AF Element, United States Pacific Command
165 AF Element, United States Southern Command
167 AF Element, United States Special Operations
Command
169 United States Strategic Command
170 AF Elements (Other)
171 Air Intelligence Agency
175 HQ United States European Command
176 Air Force Reserve Unit
177 Air National Guard Unit
200 Other

BASE TO WHICH ASSIGNED

· Read the list of bases and installations. Indicate the base or installation to which you are assigned.

102 Andrews AFB MD
108 Bangor IAP ME
110 Barksdale AFB LA
112 Beale AFB CA
114 Bellingham IAP WA
116 Brunswick GA
118 Camp Smith HI
120 Channel Islands AGS CA
122 Charleston Naval Yd SC
124 Charlotte-Douglas Aprt NC
126 Charleston AFS SC
128 Cheyenne Airport WY
130 Christiansted VI
132 Costa Mesa AGS CA
138 Davis-Monthan AFB AZ
140 Dobbins ARB GA
142 Dyess AFB TX
144 Easter WV Reg Aprt/Shepherd Fld WV
146 Edwards AFB CA
148 Eglin AF Aux Fld #3 FL
152 Eielson AFB AK
154 Elkhorn NE
156 Ellsworth AFB SD
158 Elmendorf AFB AK
160 Fairchild AFB WA
162 Fairfax VA
164 FE Warren AFB WY
166 Forbes Field KS
168 Fresno Air Terminal CA
170 Ft Bragg NC
174 Ft Gordon GA
178 Gen Mitchell IAP/ARS WI
180 Grand Forks AFB ND
182 Greater Pittsburgh IAP/ARS PA
184 Griffiss AFB NY
186 Grissom ARB IN
188 Hall AGS AL
192 Harrisburg Aprt PA
194 Hickam AFB HI
196 Hill AFB UT
198 Hurlburt Field FL
200 Incirlik AB TR
202 Jackson IAP MS
204 Kadena AB JP
206 Keesler AFB MS
208 Kelly AFB TX
210 Key Field MS
212 Kirtland AFB NM
214 Lackland AFB TX

216 Lajes Field Azores
218 Langley AFB VA
220 Lincoln Municipal Aprt NE
222 Lisbon PT
224 Little Rock AFB AR
226 Luke AFB AZ
228 MacDill AFB FL
230 March ARB CA
232 Martin State Aprt MD
234 Maxwell AFB AL
236 Maxwell AFB Gunter Annex AL
238 McChord AFB WA
240 McConnell AFB KS
242 McGhee-Tyson ANGB TN
244 McGuire AFB NJ
246 Miami FL
248 Mildenhall RAF UK
250 Minn-St Paul IAP/ARS MN
252 Minot AFB ND
254 Mountain Home AFB ID
256 Naples IT
258 Nashville IAP TN
262 New Castle County Aprt DE
264 New Orleans NAS JRB LA
266 Niagara Falls IAP/ARS NY
268 Norfolk NE
270 Offutt AFB NE
272 Osan AB KR
274 Patrick AFB FL
276 Pease ANGS NH
278 Pentagon DC
280 Peterson AFB CO
282 Phoenix Sky Harbor Aprt AZ
284 Pope AFB NC
286 Portland Aprt OR
288 Pruem AS GE
290 Ramstein AB GE
292 Randolph AFB TX
294 Rickenbacker AGB OH
296 Robins AFB GA
298 Roosevelt Roads NAS PR
300 Ruppertsweiler GE
302 Salt Lake City IAP UT
304 Schenectady Co Aprt NY
306 Schriever AFB CO
308 Scott AFB IL
310 Selfridge ANGB MI
312 Seymour Johnson AFB NC
314 Shaw AFB SC
316 South Portland AGS ME

318 Stuttgart-Vaihing GE
320 Tampa FL
322 Tel Aviv IL
326 Tinker AFB OK
328 Travis AFB CA
330 Tyndall AFB FL
332 Vandenberg AFB CA
334 Westover ARB MA
336 Wheeler AAF HI
338 Whiteman AFB MO
340 Will Rogers World Aprt OK
342 Wright-Patterson AFB OH
346 Youngstown-Warren Aprt OH
900 Other

1. Are you assigned to a base or installation which is located outside the continental U.S.?

   Yes
   No

2. How do you find your job? Choose only one.

   Extremely Dull
   Very Dull
   Fairly Dull
   So-So
   Fairly Interesting
   Very Interesting
   Extremely Interesting

3. How does your job utilize your talents? Choose only one.

   Not At All
   Very Little
   Fairly Well
   Quite Well
   Very Well
   Excellently
   Perfectly

4. How does your job utilize your training? Choose only one.

   Not At All
   Very Little
   Fairly Well
   Quite Well
   Very Well
   Excellently
   Perfectly

5. How satisfied are you with the sense of accomplishment you gain from your work? Choose only one.

   Extremely Dissatisfied
   Very Dissatisfied
   Slightly Dissatisfied
   Neither Satisfied Nor Dissatisfied
   Slightly Satisfied
   Very Satisfied
   Extremely Satisfied

6. Do you plan to reenlist at the end of your current enlistment? Choose only one.

   Will Retire (I will have completed at least 20 years' service)
   Definitely Will Not Reenlist
   Probably Will Not Reenlist
   Probably Will Reenlist
   Definitely Will Reenlist

7. Examine each factor and determine whether it influenced your decision to separate. Choose all that apply. After you have selected all of the appropriate items, you will be asked to rate their relative importance.

   Military lifestyle
   Pay and allowances
   Bonus or special pay
   Retirement benefits
   Military related education and training opportunities
   Off-duty education and training opportunities
   Medical or dental care for AD member
   Medical care or dental care for family members
   Base housing
   Base services
   Childcare needs
   Spouse's career
   Civilian job opportunities
   Equal employment opportunities
   Number of PCS moves
   Location of present assignment
   Number/duration of TDYs or deployments
   Work schedule
   Additional duties
   Job security
   Enlisted evaluation system
   Promotion opportunities
   Training/experience of unit personnel
   Unit manning
   Unit resources
   Unit readiness
   Recognition of efforts
   Esprit de corps/morale
   Leadership of immediate supervisor
   Leadership at unit level
   Senior Air Force leadership

8. Examine each factor and determine whether it influenced your decision to reenlist. Choose all that apply. After you have selected all of the appropriate items, you will be asked to rate their relative importance.

Military lifestyle
Pay and allowances
Bonus or special pay
Retirement benefits
Military related education and training opportunities
Off-duty education and training opportunities
Medical or dental care for AD member
Medical care or dental care for family members
Base housing
Base services
Childcare needs
Spouse's career
Civilian job opportunities
Equal employment opportunities
Number of PCS moves
Location of present assignment
Number/duration of TDYs or deployments
Work schedule
Additional duties
Job security
Enlisted evaluation system
Promotion opportunities
Training/experience of unit personnel
Unit manning
Unit resources
Unit readiness
Recognition of efforts
Esprit de corps/morale
Leadership of immediate supervisor
Leadership at unit level
Senior Air Force leadership

9. Indicate the number of deployments you completed in support of contingencies or exercises during the past 12 months. Choose only one.

None, I did not complete any deployments in support of contingencies or exercises during the past 12 months
1 deployment
2 deployments
3 deployments
4 deployments
5 deployments
6 deployments or more

10. Indicate the number of days during the past 12 months you have spent on temporary duty (TDY) in support of contingencies or exercises. Choose only one.

30 days or less
31 - 59 days
60 - 89 days
90 - 119 days
120 - 149 days
150 - 179 days
180 days or more

11. Indicate the work or functional area which best describes where you spend most of your time in your present job. Choose only one.

Air Force Satellite Communications (AFSATCOM)
Combat Crew Communications
Command and Control Communication Systems
Executive Travel Communications
Global High Frequency (HF) Systems
Land Mobile Radio (LMR)
Milstar
Mobile Initial Communications Kit (MICK) or Wing Initial Communications Package (WICP)
Mystic Star
Operations Section
Radio Operations
Readiness
Satellite Communications (SATCOM)
Security Management
Special Operations
Spectrum Management
Staff Level Management
System Information and Telecommunication of the American Air Forces (SITAAF)
Technical Training
Unit Training
White House Communications Agency (WHCA)
Other

12. Indicate which of the following best describes your current duty position within your work or functional area. Choose only one.

Instructor
Manager
Noncommissioned Officer-in-Charge (NCOIC)
Operator
Superintendent
Supervisor
Other

13. Indicate the fixed communications systems you use or operate in your present job. Choose all that apply.

   None, I do not use or operate any fixed communications systems in my present job
   AFSATCOM
   Global HF Systems
   Global Weather Intercept Program (GWIP)
   Milstar
   SITFAA
   Other

14. Indicate the deployable communications systems you use or operate in your present job. Choose all that apply.

   None, I do not use or operate any deployable communications systems in my present job
   AFSATCOM
   HF Mobile Systems
   Milstar
   MICK/WICP
   Mystic Star
   Special Operations
   Other

15. Indicate the frequency bands you use in your present job. Choose all that apply.

   None, I do not use any frequency bands in my present job
   HF
   Very High Frequency (VHF)
   Ultrahigh Frequency (UHF)
   Super High Frequency (SHF)
   Extremely High Frequency (EHF)
   Other

16. Indicate the communications modes you use in your present job. Choose all that apply.

   None, I do not use any communications modes in my present job
   Amplitude Modulation (AM)
   Data Transmission
   Demand Assigned Multiple Access (DAMA)
   Frequency Modulation (FM)
   Have Quick
   Independent Sideband (ISB)
   Lower Sideband (LSB)
   Milstar Waveform
   Single Sideband (SSB)
   Upper Sideband (USB)
   Other

17. Indicate the mobile communications systems you use or operate in your present job. Choose all that apply.

   None, I do not use or operate any mobile communications systems in my present job
   International Maritime Satellites (INMARSAT)
   Milstar
   Radios, Backpack
   Radios, Handheld
   Satellite Communications (SATCOM)
   Transceivers, Portable
   Transceivers, Vehicular
   Other

18. Indicate the communications equipment you use or operate in your present job. Choose all that apply.

   None, I do not use or operate any communications equipment in my present job
   Advanced Data Controllers (ADCs)
   Automated Communications Management Systems (ACMSs)
   Cellular Phones
   Communication Planning Tools
   Computer Equipment
   Cryptographic Equipment
   Defense Message Systems (DMSs)
   Facsimile Equipment
   Global Positioning Satellites (GPSs)
   Land Mobile Radios (LMRs)
   LMR Repeaters
   Mobile Antenna Systems
   Printers
   Radio Equipment
   Radio Teletype Equipment
   Remote Monitoring Systems
   Satellite Communications Equipment
   Scanners
   Secured Telephones
   Switchboard Equipment
   Tape Recorders
   Telephones
   Time Distribution Subsystem Preprocessors (TDSPPs)
   Transmission Security (TRANSEC) Equipment
   Other

A. SETTING UP RADIO EQUIPMENT

1. Connect or disconnect antenna couplers
2. Connect or disconnect antennas to radio equipment
3. Connect or disconnect commercial power supplies
4. Connect or disconnect computer equipment
5. Connect or disconnect cryptographic equipment
6. Cut antenna lengths
7. Install grounding systems
8. Key or zeroize secure cryptographic systems
9. Preset dual-tone multifrequency (DTMF) controlled receivers or transmitters
10. Rotate antennas using radio dial codes or azimuth control boxes
11. Select antennas using antenna matrix systems or patch panels
12. Select back-up receivers or transmitters
13. Select frequency-of-optimum transmissions (FOTs)
14. Select transmit power
15. Set time generators on recorders
16. Set up antenna masts
17. Set up controlled safety or security areas
18. Set up facsimile transmission equipment
19. Set up high frequency (HF), very high frequency (VHF), ultrahigh frequency (UHF), or extremely high frequency (EHF) mobile satellite antennas
20. Set up land mobile radio (LMR) networks
21. Set up LMR repeater networks
22. Set up mobile international maritime satellite (INMARSAT) equipment
23. Set up mobile HF, VHF, UHF, or EHF satellite transceivers
24. Set up patch panels
25. Set up phone patch equipment
26. Set up radio equipment
27. Set up or operate auxiliary generators, such as fixed, mobile, or transportable
28. Site radio antennas or equipment
29. Tune receivers, transceivers, or transmitters
30. Verify keying of cryptographic equipment
31. Verify radio nets for tactical or nontactical radios
32. Verify or load equipment presets

B. CONFIGURING RADIO EQUIPMENT

33. Adjust antenna tuning units
34. Change receiver, transceiver, or transmitter frequencies manually or by remote control
35. Change recorder-receiver pairings
36. Configure ancillary equipment for operations
37. Configure computers for data operations
38. Configure consoles for back-to-back operations
39. Configure consoles for clear voice operations
40. Configure consoles for switchboard dial code operations
41. Configure consoles or terminals for Milstar operations
42. Configure consoles or terminals for phone patch operations
43. Configure equipment for duplex or simplex operations
44. Configure facsimile equipment
45. Configure Hammer Rapid Initial Communications Kit (RICK) equipment for voice or data communications
46. Configure line printers
47. Configure radios for demand assigned multiple access (DAMA) operations
48. Configure terminals for alternate or net control station (NCS) operations
49. Configure terminals for cross-banding
50. Configure terminals for multiple-hop operations
51. Configure terminals for slave-to-master operations

52. Configure transceivers for back-to-back operations
53. Configure transceivers for clear or secure voice operations
54. Configure transceivers for Have Quick operations
55. Configure transceivers for phone patch operations
56. Configure transceivers for secure radio data transfer
57. Configure transceivers for switchboard dial code operations
58. Configure transportable switchboard or telephone equipment for phone patch, secure voice data, or switchboard dial code operations
59. Reconfigure antennas

C. MAINTAINING RADIO EQUIPMENT

60. Change computer diskettes or tapes
61. Change paper in high-speed printers
62. Change or store magnetic media or recording tapes
63. Clean facsimile equipment
64. Clean printers
65. Clean radio equipment filters
66. Clean recorder-reproducer heads
67. Degauss recording tapes
68. Inspect communications equipment cables or cable connections
69. Operate or maintain recording devices
70. Perform operational checks of ancillary equipment
71. Perform operational checks of radio systems
72. Repair antennas, other than tactical antennas
73. Repair tactical antennas
74. Replace radio system components, such as bulbs or fuses

D. PERFORMING RADIO OPERATIONAL PROCEDURES

75. Authenticate message traffic using transmission authentication systems
76. Authenticate stations using challenge-and-reply systems
77. Broadcast radio transmissions
78. Check stations into or out of net
79. Conduct command, control, communications countermeasures (C3CM) using operating procedures
80. Conduct data or voice transmissions using universal coordinated time (UCT)
81. Conduct data transmission using phonetic alphabet
82. Conduct data transmission using prosigns
83. Conduct data transmission using prowords
84. Conduct net roll calls or polls
85. Conduct phone patches automatically or manually
86. Coordinate aircraft positions with direction-finding (DF) facilities
87. Coordinate spectrum interferences with DF facilities
88. Determine operating frequencies
89. Determine types of spectrum interferences
90. Direct users to tune to your count
91. Encode or decode messages automatically or manually
92. Identify incoming calls using call-sign lists
93. Identify missent or misrouted messages
94. Implement spectrum interference countermeasures
95. Impose or lift radio silence
96. Notify stations of frequency changes
97. Perform conference call procedures
98. Perform contingency alternate routing procedures
99. Perform hand printing techniques
100. Perform microphone techniques in radio communications
101. Perform radio checks
102. Perform signal testing in radio communications

103. Perform three-way call procedures
104. Perform time hacks
105. Prepare messages using Automatic Digital Network (AUTODIN) or Defense Message Service (DMS) format
106. Prepare messages using Emergency Action Message (EAM) format
107. Prepare messages using Foxtrot format
108. Prevent false distress signals
109. Prevent transmission of obscene or indecent language
110. Receive and relay aircraft emergencies
111. Receive and relay departure reports
112. Receive and relay execution checklist messages
113. Receive and relay position reports
114. Receive, transmit, or relay broadcasts
115. Receive, transmit, or relay messages
116. Record and report spectrum interference incidents
117. Reset EAM alarms

E. TROUBLESHOOTING RADIO EQUIPMENT

118. Identify antenna system malfunctions
119. Identify computer equipment malfunctions
120. Identify console malfunctions
121. Identify cryptographic equipment malfunctions
122. Identify digital electronic switches (DES) malfunctions
123. Identify DMS malfunctions
124. Identify facsimile equipment malfunctions
125. Identify fixed, mobile, or transportable generator malfunctions
126. Identify Hammer RICK equipment malfunctions
127. Identify line printer malfunctions
128. Identify LMR malfunctions
129. Identify LMR repeater malfunctions
130. Identify Milstar false alarms or advisories
131. Identify receiver, transceiver, or transmitter malfunctions
132. Identify recording equipment malfunctions
133. Identify telephone malfunctions
134. Identify terminal malfunctions

F. PERFORMING COMBAT CREW COMMUNICATIONS ACTIVITIES

135. Assemble, issue, retrieve, or break down daily training communication kits
136. Assemble, issue, retrieve, or break down exercise or contingency conventional communication kits
137. Assemble, issue, retrieve, or break down single integrated operations plan (SIOP) communication kits
138. Assemble, issue, retrieve, or update flight information publication (FLIP) bags
139. Brief aircrews on communications procedures
140. Conduct aircrew or missile crew premission briefings or postmission debriefings
141. Conduct exercise or contingency briefings or debriefings
142. Conduct SIOP or safe passage communications training
143. Construct or maintain combat mission folders (CMFs)
144. Create exercise or contingency communications FLIMSYs
145. Issue, load, or retrieve time standard modules (TSMs) to aircrews
146. Issue, load, retrieve or zeroize transfer modules
147. Issue, load, or retrieve cryptographic equipment
148. Issue or retrieve Identification Friend or Foe (IFF) or Special Identification Feature (SIF) codes
149. Operate transfer module service sets (TMSS)
150. Review air tasking documents
151. Review flying schedules

G. PERFORMING SATELLITE COMMUNICATIONS (SATCOM) ACTIVITIES

152. Configure consoles or terminals for secure or nonsecure voice or data communications
153. Configure modems for narrowband operations
154. Configure Satellite Communications (SATCOM) remote subsystems
155. Configure SATCOM systems for random operations
156. Configure SATCOM systems for single-channel transponder systems (SCTSs)
157. Configure SATCOM systems for time division multiplex (TDM) Mode I operations
158. Configure SATCOM systems for TDM Mode II operations
159. Establish communications links with command centers
160. Establish communications links with master control centers
161. Establish communications links with mission monitors
162. Establish communications links with on-station aircraft
163. Establish communications links with primary control centers
164. Initiate or terminate satellite commands
165. Load SATCOM command post synchronizers
166. Load terminal software
167. Operate status display units (SDUs)
168. Perform antenna position control functions
169. Perform satellite look-angle procedures
170. Perform selective message routing procedures
171. Perform van set up procedures
172. Queue messages
173. Reconfigure SATCOM systems for operations in degraded conditions
174. Reset terminal software
175. Set up or join Air Force Satellite Communication (AFSATCOM) nets
176. Store SATCOM messages
177. Transfer computer data using secure voice communications networks
178. Transmit SATCOM messages

H. PERFORMING MILSTAR SATELLITE COMMUNICATIONS ACTIVITIES

179. Configure Milstar terminals as antenna, communication, or net control
180. Configure Milstar terminals as beam management terminals
181. Configure Milstar terminals for DAMA operations
182. Establish or modify EHF acquisitions or log on parameters
183. Initiate bit procedures or tests
184. Log on or off Milstar networks or satellites
185. Perform anomaly resolution procedures
186. Perform breaking-the-chain (BTC) keying procedures
187. Perform cold start procedures
188. Perform DAMA procedures
189. Perform EHF network procedures
190. Perform Milstar emergency shutdown or reset procedures
191. Perform ephemeris update procedures
192. Perform manual key loading procedures
193. Perform message processing procedures
194. Perform over-the-air (OTAR) rekeying procedures
195. Perform point-to-point (PTP) call procedures
196. Perform Position Lightweight Global Positioning System Receiver (PLGR) procedures
197. Perform satellite mission control systems (SMCS) key loading procedures
198. Perform single-channel transponder (SCT) procedures
199. Perform spot beam procedures
200. Perform terminal control procedures
201. Perform terminal initialization procedures
202. Perform Time Distribution Subsystem(TDS) or Time Distribution Subsystem Preprocessor(TDSPP) procedures
203. Prepare images using communication planning tools

204. Set up baseband equipment
205. Set up Communications Security (COMSEC) equipment
206. Set up or tear down Milstar networks
207. Set up or tear down Milstar PTP calls

I. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES

208. Brief personnel on Non-secure Internet Protocol Routing Network (NIPRNET) or Secure Internet Protocol Routing Network (SIPRNET) usage
209. Compile data for records, reports, logs, or trend analyses
210. Complete accident or incident reports
211. Coordinate frequency use with requestors or spectrum managers
212. Destroy classified or COMSEC materials or documents
213. Establish or maintain accountability records for classified or COMSEC materials or documents
214. Extract call-signs
215. Identify and report suspected security compromises
216. Initiate classified reports, messages, or documents
217. Initiate requests for temporary duty (TDY) orders
218. Initiate or maintain standby rosters or workcenter pyramid recall rosters
219. Maintain administrative files
220. Maintain data logs
221. Maintain publications libraries, other than technical order (TO) libraries
222. Maintain security or COMSEC forms for safes, containers, or rooms
223. Maintain time compliance technical orders (TCTOs)
224. Maintain TO libraries
225. Maintain or update status indicators, such as boards, graphs, or charts
226. Monitor frequencies for interference among users
227. Perform two-person integrity (TPI) procedures for top secret materials
228. Prepare administrative, classified, or COMSEC materials or documents for mailing, transporting, or issue
229. Prepare reports of security or COMSEC violations
230. Prepare reports of survey
231. Request permanent frequency changes
232. Research marking or processing classified materials directives
233. Research TOs to identify components or equipment
234. Review deficiency, service, or status reports
235. Review propagation aids or charts
236. Review publishing bulletins
237. Review recording tapes for radio procedures
238. Review traffic records
239. Store classified or COMSEC materials or documents, other than at deployed locations
240. Transport classified or COMSEC materials or documents
241. Update frequency allocation lists
242. Update and post lists, such as access or operator aids
243. Write minutes of briefings, conferences, or meetings
244. Write reports, such as after-action, outage, spectrum interference, or unit readiness

J. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES

245. Coordinate maintenance of equipment with appropriate agencies
246. Develop equipment checklists
247. Evaluate serviceability of equipment, tools, parts, or supplies
248. Identify and report equipment or supply problems
249. Initiate requisitions for equipment, tools, parts, or supplies
250. Inventory equipment, tools, parts, or supplies
251. Issue or log turn-ins of equipment, tools, parts, or supplies
252. Maintain documentation on items requiring periodic inspections or calibrations
253. Maintain organizational equipment or supply records
254. Pick up, deliver, or store equipment, tools, parts, or supplies

255. Research supply requisition data, such as supply catalogs or master cross-reference listings (MCRLs)
256. Validate supply transaction listings or rosters, such as D-04, D-18, or M-30

K. PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES

257. Assign personnel to mobility or contingency positions
258. Brief deploying personnel
259. Complete hazardous cargo shipping documents
260. Complete operations plan (OPLAN) sourcing requirements
261. Compute OPLAN requirements status listings
262. Conduct contingency operation/mobility planning and execution system (COMPES) programs
263. Conduct mobility or deployment site surveys
264. Coordinate deployment of personnel with other MAJCOMs or joint service commands
265. Coordinate exercise sourcing requirements with functional managers
266. Coordinate mobility or contingency requirements with appropriate agencies
267. Coordinate specific source of personnel requirements with appropriate agencies
268. Determine cost factors for support agreements
269. Determine specific source of personnel requirements for deployment manning documents
270. Develop contingency exercise mobility (CEM) orders
271. Develop mobility inspection checklists
272. Dispatch mobile radio units
273. Don or doff chemical warfare personal protective clothing
274. Erect tents
275. Inspect mobility bags or kits
276. Inspect packed or palletized mobility or contingency equipment prior to transport
277. Maintain accountability of personnel selected to fill OPLAN requirements
278. Maintain base OPLAN files
279. Maintain disaster preparedness checklists
280. Pack or palletize mobility or contingency equipment for shipment or movement
281. Perform camouflage procedures
282. Perform chemical warfare agent decontamination procedures
283. Perform disease or pestilence countermeasures
284. Perform explosive ordnance reconnaissance
285. Perform plans file and mobility file matches
286. Perform predeployment reconnaissance surveys
287. Perform safety measures by marking radiation hazards or antenna systems
288. Perform or set up site security
289. Prepare equipment for deployments
290. Prepare hazardous cargo for deployment
291. Prepare sites at deployed locations, such as cutting grass or removing snow
292. Process classified or COMSEC materials or documents at deployed locations
293. Request or distribute mobility requirements documents
294. Set up or tear down shelters
295. Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles

L. PERFORMING TRAINING ACTIVITIES

296. Administer or score tests
297. Brief personnel concerning training programs or matters
298. Complete student entry or withdrawal forms
299. Conduct formal course classroom training
300. Conduct on-the-job training (OJT)
301. Counsel trainees on training progress
302. Determine training requirements
303. Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)
304. Develop training programs, plans, or procedures
305. Develop written tests

306. Develop or procure training materials or aids
307. Establish or maintain study reference files
308. Evaluate effectiveness of training programs, plans, or procedures
309. Evaluate progress of trainees
310. Evaluate training methods or techniques of instructors
311. Inspect training materials or aids for operation or suitability
312. Maintain training records or files
313. Personalize lesson plans
314. Prepare job qualification standards (JQSs)
315. Write training reports

M. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES

316. Annotate time and attendance sheets for civilian employees
317. Assign personnel to work areas or duty positions
318. Assign sponsors for newly assigned personnel
319. Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
320. Conduct safety inspections of equipment or facilities
321. Conduct self-inspections or self-assessments
322. Conduct staff assistance visits, inspections, or audits
323. Conduct supervisory orientations for newly assigned personnel
324. Conduct supervisory performance feedback sessions
325. Counsel subordinates concerning personal matters
326. Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace
327. Determine or establish work assignments or priorities
328. Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans
329. Develop organizational or functional charts
330. Develop resource protection programs
331. Develop self-inspection or self-assessment program checklists
332. Develop or establish work methods, procedures or schedules
333. Direct operations of field or ground radio stations
334. Draft budget requirements
335. Draft host-tenant or interservice agreements
336. Draft supplements or changes to communications publications
337. Draft supplements or changes to directives, such as policy directives, instructions, or manuals, other than communications publications
338. Establish COMSEC subaccounts
339. Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)
340. Establish performance standards for subordinates
341. Evaluate communications operations
342. Evaluate inspection report findings or inspection procedures
343. Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program
344. Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace
345. Evaluate modified, new, or prototype equipment
346. Evaluate personnel for compliance with performance standards
347. Evaluate personnel for promotion, demotion, reclassification, or special awards
348. Implement safety or security programs
349. Implement status of resources and training system (SORTS) programs
350. Initiate actions required due to substandard performance of personnel
351. Initiate personnel action requests
352. Inspect personnel for compliance with military standards
353. Interpret policies, directives, or procedures for subordinates
354. Investigate accidents or incidents
355. Perform as liaison to communications centers or spectrum managers for spectrum interference actions
356. Plan communications support for exercises or special missions
357. Plan equipment replacement programs
358. Plan layouts of facilities
359. Plan personnel or equipment deployments

360. Review budget requirements
361. Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals
362. Review mobility, contingency, disaster preparedness, or unit emergency or alert plans
363. Schedule personnel for TDY assignments, leaves, or passes
364. Write inspection reports
365. Write job or position descriptions
366. Write or indorse civilian performance appraisals
367. Write or indorse military performance reports
368. Write recommendations for awards or decorations
369. Write replies to inspection reports
370. Write staff studies, surveys, or routine reports, other than training or inspection reports